



Introducing

TELLUS

Better Teams
Governance and
Management

WHITEPAPER

TABLE OF CONTENTS

03

Why we developed
Tellus

04

A faster,
simpler, and
safer way to
use MS Teams

05

All the
benefits of a
convenient
app

06

Best practice
templates,
built in

07

Understand
your Teams at
a glance

08

Set
parameters
for sharing
confidential
data

09

Approve the
new creation
of Teams

10

Empower
Teams with a
more intuitive
layout

11

Make fast
decisions
about inactive
Teams

12

Archive and
delete legacy
Teams

13

A bird's eye
view

14

We can
customise
Tellus for you

15

Deploy Tellus

Why we developed Tellus

Microsoft Teams is arguably the most popular cloud-based collaboration and communication platform, with 270+ million monthly active users.

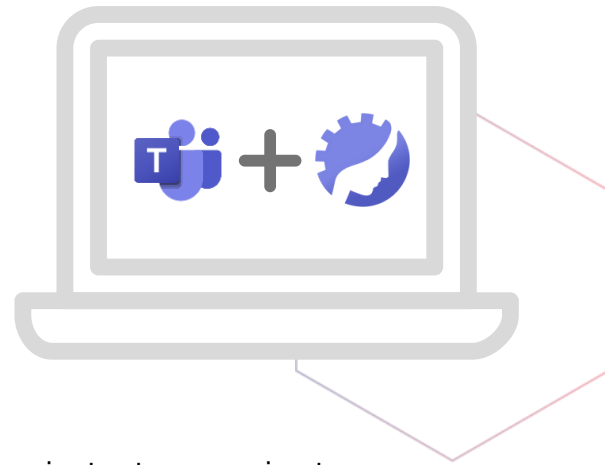
As part of the Microsoft 365 family, Microsoft Teams (MS Teams) facilitates fast and open communication between groups of people with features ranging from one-on-one instant messaging to group conversations, document sharing, third-party integration, and more.

Over 91% of fortune 500 companies use Teams, yet, did you know that very few companies implement and follow a best practice methodology to ensure their people use it properly?

Simply, most organisations do not have processes or rules in place for how:

- new Teams are created, structured and labelled
- teams are managed and governed
- confidential company data is shared
- legacy Teams are archived or deleted

Best practice governance is not built into MS Teams; an organisation with many users can quickly spiral out of control – generating thousands of Teams that become impossible to manage and present significant risks to the organisation.



A faster, simpler, and safer way to use MS Teams

As a trusted Microsoft Partner, Antares has developed an intuitive app to help customers implement best practice MS Teams implementations.

Tellus makes it easy to create, structure, manage and govern the entire lifecycle of every Team: from creation to archive or deletion.

This app is the result of years of working with our customers to understand their biggest challenges, frustrations and concerns when using Teams and traditional SharePoint workspaces.



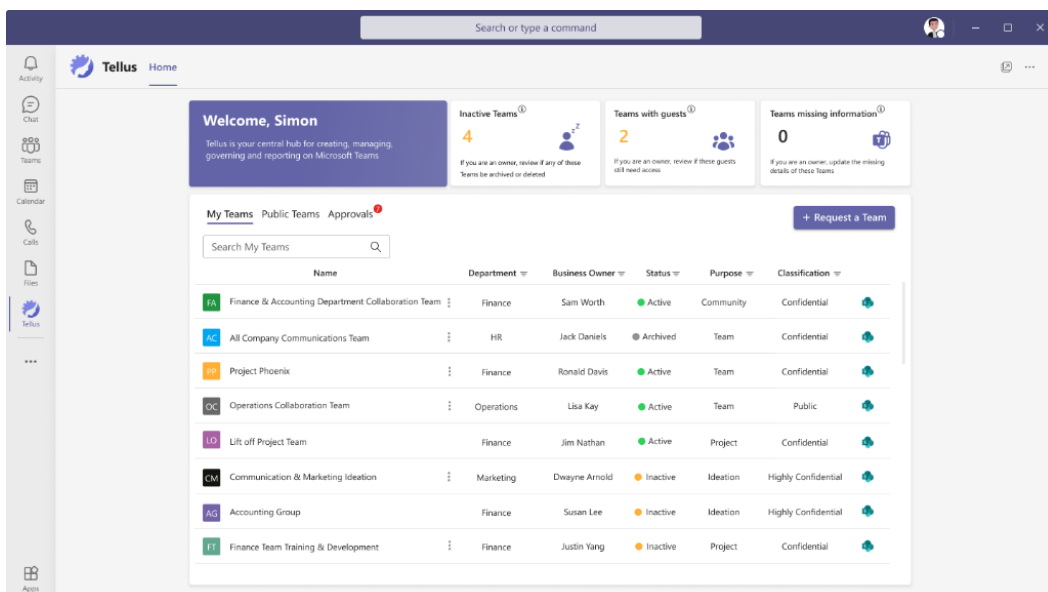
All the benefits of a convenient app

Tellus is an application, not a platform. This means we can deploy and configure it quickly so you can start using it within days.

Once the app is configured, your users will quickly adapt to its wizard-style approach to creating and managing teams. Your organisation will also be instantly equipped with greater governance to ensure more efficiency and security.

Get instant governance of your MS Teams

- ✓ Rapid configuration
- ✓ No ongoing technical expertise required
- ✓ Wizard-style approach to creating teams

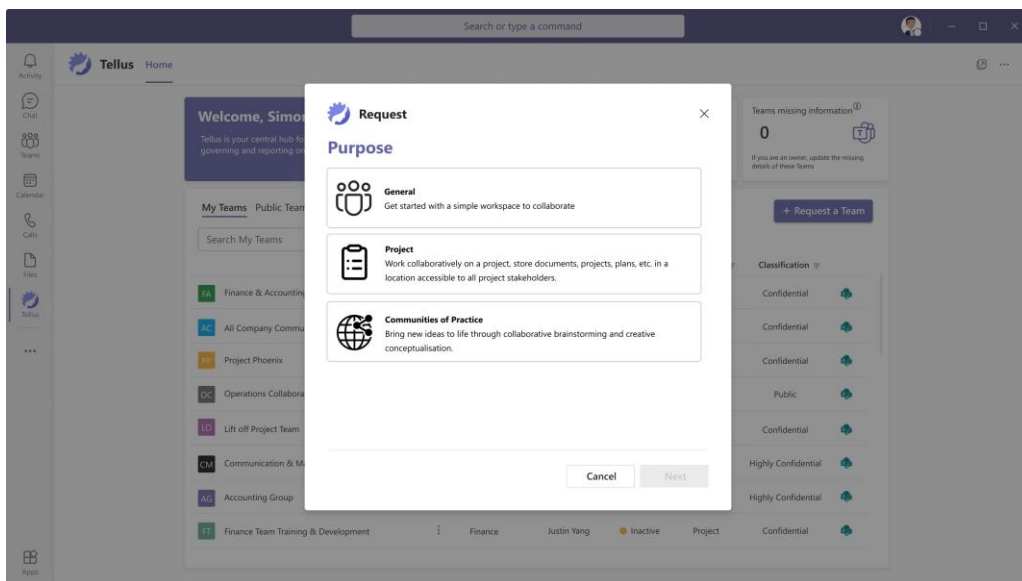


Best practice templates built in

Tellus has unique templates that have been specifically engineered to meet the needs of the most common MS Teams use cases.

When your users create a new team, they select the template which best describes the purpose of their team. This step generates metadata that makes it easy to organise, search for and manage teams with various purposes across your organisation.

Each template is also purpose-built to help users get the most out of MS Teams. For example, the project template includes a project raid (risk, assumptions, issues, and decisions) register and project calendar as standard, which assists members as they move through the various lifecycles of their project.



3 purpose-built templates:

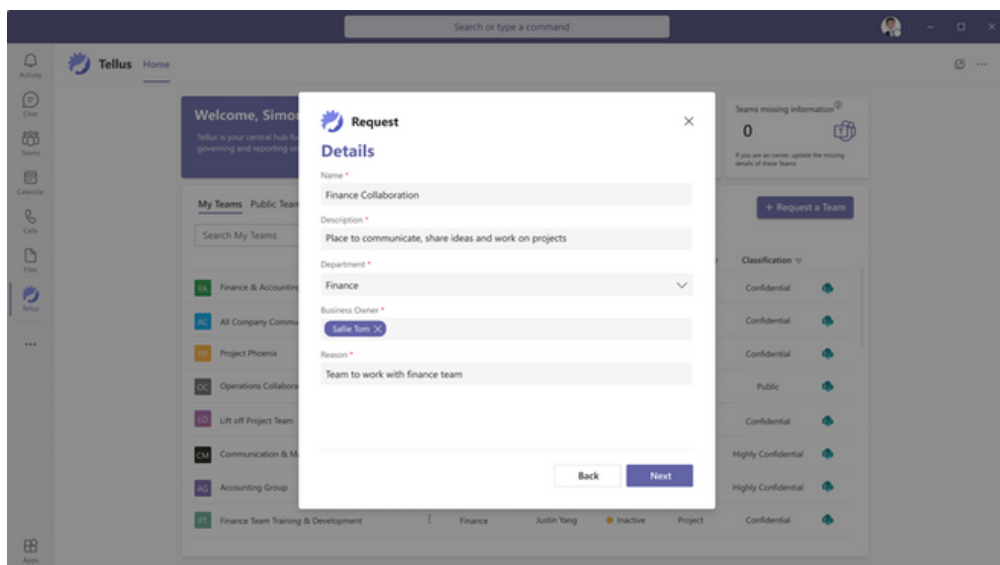
- ✓ General
- ✓ Project
- ✓ Communities of Practice

Understand your Teams at a glance

After your users select a purpose for the team, they will be prompted to input essential information about the team. That information is then stored as metadata against that team.

This metadata catalogues your teams, giving you complete visibility over the purpose of team; what they are used for, who owns them, and who will be contributing.

By naming a team business owner, that person is encouraged to take responsibility and ultimate accountability for the management and outcomes of the team.



Essential Team information, stored in metadata

- ✓ Team name
- ✓ Description
- ✓ Purpose
- ✓ Business department
- ✓ Team business owner
- ✓ Owners

Set parameters for sharing confidential data



What happens when users share confidential company information with the wrong people? With potentially hundreds of internal and external users, and countless teams on the go at any one time, this common scenario can present significant risks to your organisation.

Tellus helps you mitigate this risk by requiring users to select a classification every time a new team is created.

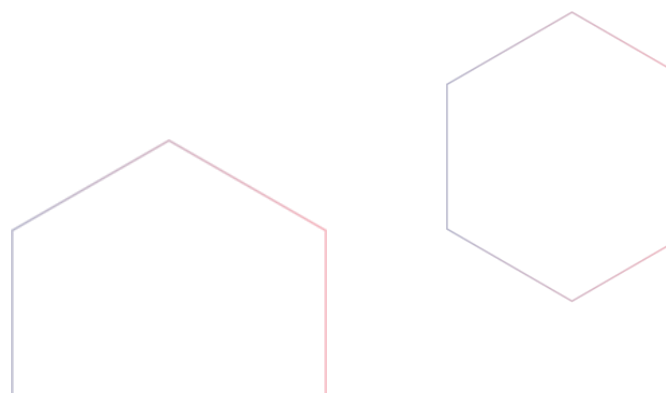
These classifications can be used to apply governance rules to meet your compliance and governance needs such as restricting guest access, preventing access from managed devices and so on.

Once the team is operational, you can identify the classification level of a team at a glance, making it easy to ensure proper governance is maintained.

The screenshot shows a 'Request' dialog box with a close button (X) in the top right corner. The title is 'Classification'. There are four selection options, each in a rounded rectangle:

- Public**: Information can be publically shared within the organisation.
- General**: Contains general information with no restrictions on disclosure to the wider organisation. Members can share information with others.
- Confidential**: Contains confidential information. Should not disclose information to people outside the group.
- Highly Confidential**: Contains highly confidential information. Information disclosure to anyone outside the group is a breach.

At the bottom, there are 'Cancel' and 'Next' buttons.



Choose from 4 levels of classification:

- ✓ Open public Team
- ✓ General private Team
- ✓ Confidential Team
- ✓ Highly confidential Team

Approve the creation of new teams

How do you avoid teams sprawl and duplication, whilst still empowering users with self-service teams creation?

Tellus has an automated workflow approval whenever new teams are created. You can define who is able to request new workspaces, approve workspace requests, and manage the workspaces.

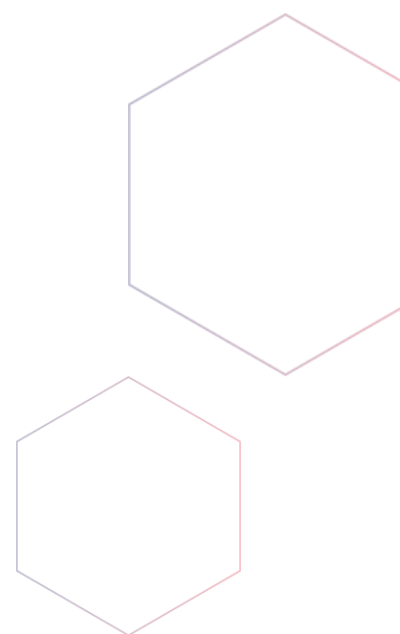
After a user has input details about their team through the creation wizard, the information is sent to the nominated person for approval.

This ensures total oversight and governance for every MS Team in your organisation. It helps prevent the creation of unnecessary teams and allows you to spot potential duplication and other risks before they are realised.

Need a more complex approval process or use another workflow tool in your organisation? No problem! Tellus is customisable to fit with your business process and toolsets.

A smart approval process for better oversight

- ✓ Define who is responsible for what, up front
- ✓ Approve or reject new Team creation
- ✓ Review and update Team information before creation
- ✓ Understand what new Teams are being created and why
- ✓ See what information is likely to be shared and why
- ✓ Prevent duplicate and unnecessary Teams
- ✓ Reduce silos of information and excessive file sharing



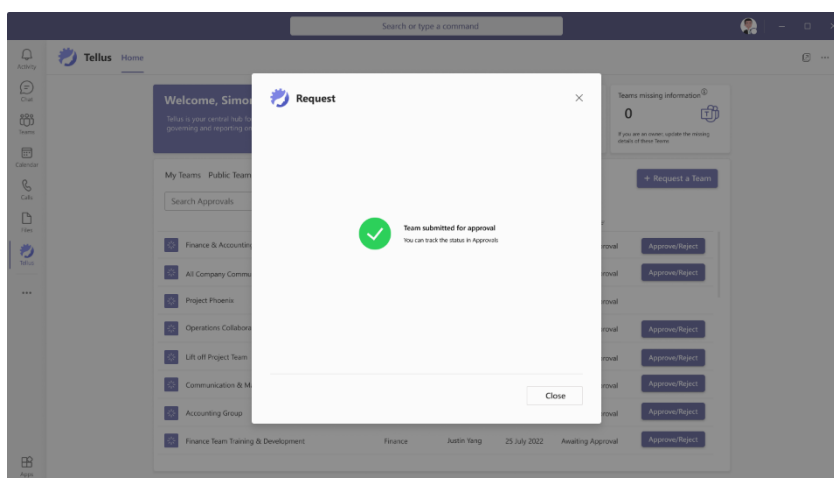
Empower Teams with a more intuitive layout

MS Teams can be confusing for some users. For example, a new team may be created via the MS Teams or SharePoint interfaces. This then generates both a team in MS Teams (for collaboration and communication), and a files location in SharePoint (for file uploads and storage).

When creating new teams with Tellus, the app applies a new user interface over the out-of-the-box MS Teams experience. This interface is highly intuitive and offers a seamless experience for creating new teams, regardless of your collaboration requirements.

Our templated approach also removes the confusion of what tools to use and when within a team. Tellus provides a configured collaboration space that's ready to use immediately.

This prevents frustration and saves your users time, while enforcing best practice governance and helping staff use MS Teams to its full capability.



A seamless user experience

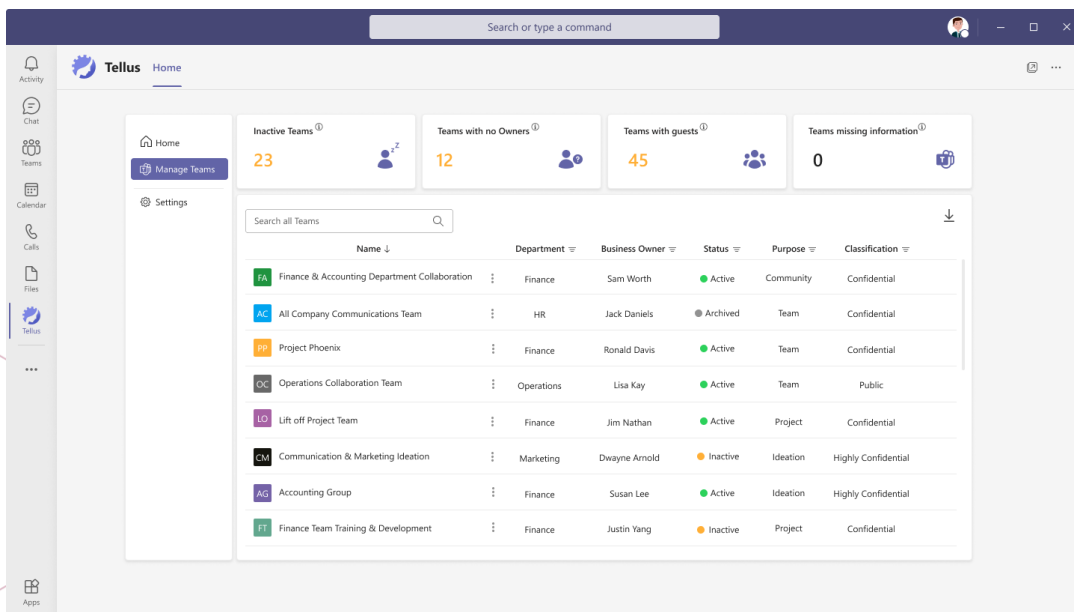
- ✓ An intuitive user interface for Teams creation
- ✓ Remove confusion about what tools to use and when within Teams
- ✓ Empower staff to use MS Teams more effectively
- ✓ Eliminate confusion and save staff time

Make fast decisions about inactive Teams

With potentially hundreds of teams, how do you know which teams are being used and which have sat idle for months?

Idle teams are a risk because anyone with access can still go back in at any time. If you consider how many staff and guests may come and go in your organisation over the course of a year, the ability to access previously shared intellectual property can have serious consequences.

Tellus monitors teams and will automatically update a team status to “inactive” if there has not been any activity for 60 days. In the Tellus dashboard, you can see the status of any team and make fast decisions about which teams to archive, retain or delete.



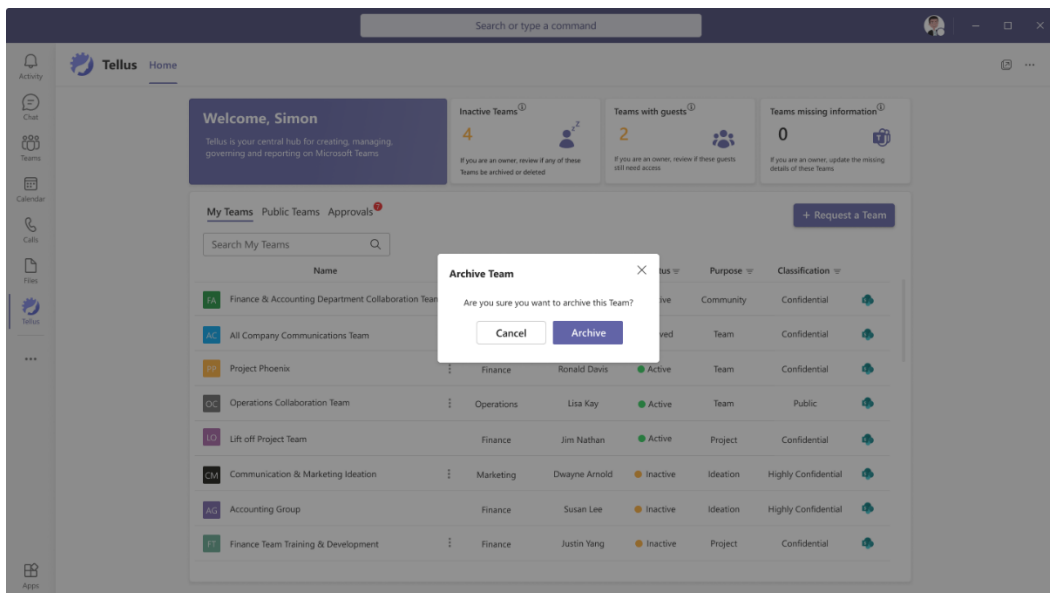
Take control of redundant Teams:

- ✓ Quickly see which Teams are inactive
- ✓ Prevent idle Teams clogging up your environment
- ✓ Reduce the risk of having hundreds of inactive teams

Archive and delete legacy Teams

In MS Teams, there is no fast way to see which teams are active, inactive, or archived. Tellus conveniently closes this gap with a single view of every Team and the ability to quickly and easily complete lifecycle management tasks: archive, unarchive, or delete.

At the click of a button, you can archive or delete Teams that are no longer required – significantly reducing your governance headache and ensuring best practice governance of your Teams from beginning to end.



Manage the lifecycle of your Teams from a single viewpoint

- ✓ Quickly archive or delete Teams
- ✓ Keep your environment clean
- ✓ Govern your Teams from beginning to end

A bird's eye view

With effective processes in place for each time a team is created, Tellus gives you complete visibility of what's happening within MS Teams across your organisation.

Find what you need fast, drill down and identify teams by owner, purpose, department or classification level, and complete internal audits more quickly and efficiently.

You can also empower staff to discover which teams exist, without the need to grant administration access. This eliminates the risk of vital controls being made available to unintended audiences, while giving users clarity to minimise the potential for duplicate teams.

Trusted data about your Teams



Find the right team quickly



Drill down to pinpoint specific types of Teams



Get quick insights about your teams environment at a glance



Allow users to see all Teams without granting admin access



Simplify internal audits

We can customise *Tellus* for you

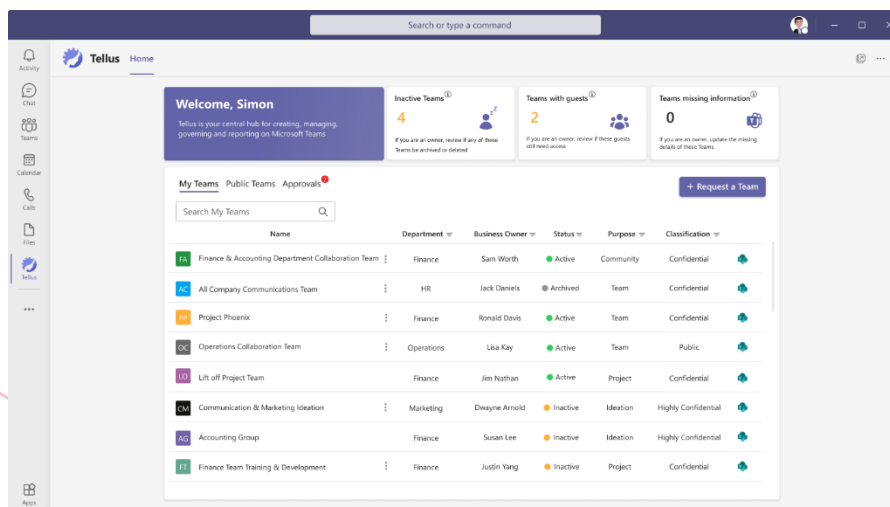
We know every organisation uses MS Teams in their own unique way.

If you would like certain features built into Tellus, we can customise your deployment for you.

For example, you may wish to include specific:

- Templates
- Metadata
- Approval processes
- Security requirements

This gives you peace of mind that your MS Teams is meeting the specific business and compliance requirements that your organisation needs while facilitating fast and effective collaboration to achieve company goals.



TELLUS IS CUSTOMISABLE TO THE NEEDS OF YOUR ORGANISATION.

Deploy *Tellus*



Want to experience *Tellus* for yourself?

CONTACT US TO BOOK A FREE DEMO OR FIND OUT HOW WE CAN DEPLOY TELLUS SO YOU CAN ENJOY THE BENEFITS OF EFFECTIVE MS TEAMS GOVERNANCE IN YOUR ORGANISATION TODAY.

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